

**OFFICE OF THE SECRETARY  
OFFICE OF FACILITIES AND ADMINISTRATIVE SERVICES**

**REQUEST FOR USE OF THE AUDITORIUM**

**Facility Requested:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Office/Organization:** \_\_\_\_\_

**Purpose of Event:** \_\_\_\_\_

**Number of Attendees:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date (s) and Times Requested:** \_\_\_\_\_

Charges will be identified for use of the facility. Contact the Conference & Special Events Office on (202) 208-4412 for information. Charge will be assessed if notification of cancellation is not received 48 hours before the program. **FOOD AND BEVERAGES ARE PROHIBITED** in the MIB Auditorium.

**CAUTION:** The Office of the Secretary has priority use of all facilities, therefore, if there is an urgent need for the facility, the requester will be bumped.

Fax or Email the entire request form to: Mariane Gately, Conference & Special Events Office, Office of Facilities and Administrative Services, U.S. Department of the Interior, 1849 C Street, N.W., Mail Stop 1420-MIB, Washington, D.C. Fax (202) 208-6141.

**Approval** \_\_\_\_\_

**Disapproval** \_\_\_\_\_

\_\_\_\_\_  
Chief, Branch of Conference & Special Events

\_\_\_\_\_  
Date

**Questionnaire Form**  
**for the Use of the Main and South Interior Auditoriums**

1. Activity (Person or Organization)
- \_\_\_\_\_ Department of the Interior
- \_\_\_\_\_ Other Federal Agency
- \_\_\_\_\_ Non-Federal Agency

2. Non-Federal Status:
- \_\_\_\_\_ Non Profit
- \_\_\_\_\_ Profit

Do you have a tax exempt status from the IRS? \_\_\_\_\_

If yes, please provide tax exempt number: \_\_\_\_\_

Will you be soliciting funds or selling items? \_\_\_\_\_

If yes, please provide description of what will be sold, method, and the price per item.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Name of Organization and Billing Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Describe the type of program that would be held: (Lecture, Panel, Discussion, Slide Show, etc.)

\_\_\_\_\_

\_\_\_\_\_

### Checklist for Auditorium

#### FURNITURE

ITEMS	YES	NO	QUANTITY
Folding Tables			
Round Tables (SIB ONLY)			
Stacking Chairs			

#### AUDIO-VISUAL

ITEMS	YES	NO	QUANTITY
LCD Projector			
DVD			
*Webcast			
*Live Stream			
LCD Projector			
Internet Access			
65" Plasmas			
Audio Record			
Video Record			
Stand-up Mic			
Podium w/Mic			
Table Top Mic (s)			
Wireless Mic - Lavalier (s)			
Wireless Mic - Handheld (s)			
Audioconfernece			
Satellite Downlink			
CD Player			
Cassette Player			
Other			

\*To obtain this service, please contact the Office of Communications, 202-208-3347

## SUPPORT FURNISHINGS

ITEMS	YES	NO	QUANTITY
Flip Chart w/paper			
Table Skirts			
Piano			
Tripod Easel			

Accessible Access      Yes \_\_\_\_\_ No \_\_\_\_\_

Hearing Interpreter      \*Yes \_\_\_\_\_ No \_\_\_\_\_

\*Program office is required to obtain the interpreter for their event. Below is a list of referral agencies:

- <http://www.pinsdc.com>
- <http://www.purple.us>
- <http://www.gallaudet.edu/gis.html>